



TC-TAX REVENUE ANALYST I

Characteristics of Work

Work activities in this professional classification are directed toward administering the State's tax laws, rules, and regulations. Responsibilities may include: examining and auditing tax returns which have been rejected for final processing by the computer; reviewing and processing applications, delinquent accounts, and information received from Departments of Revenue in surrounding states; determining potential audits and refunds; consolidating sales tax accounts into a master file; registering persons and companies for tax purposes; and issuing assessments and judgments.

In the administration of the State's tax laws, the incumbent is expected to communicate by telephone, letter, and in person with taxpayers, accountants, and attorneys on tax matters and to provide assistance to them as well as to district field auditors and supervisors. In reviewing and maintaining tax records, the incumbent is expected to know and apply the State's tax laws, rules, and regulations. This accountability extends not only to communication with the taxpayer and his representative, but also to Tax Commission personnel and other interested parties, including other State agencies.

This position is non-supervisory. The incumbent is expected to make decisions in accordance with the State's tax laws in the specific areas of the incumbent's expertise. An incumbent is accountable to a division or bureau director, but works independently being responsible for making wise, informed decisions and correctly executing tax policies and procedures which promote taxpayer compliance and tax revenue collection in accordance with the State's tax statutes.

Incumbents in positions allocated to this classification are expected to demonstrate the ability to learn the complexities of tax administration as indicated by the task statements. Since this classification is an entry level analyst position the incumbent acquires knowledge of the State's tax laws and the Tax Commission's policies and procedures during tenure. The incumbent in the beginning may not make independent decisions, and may receive supervision from upper level Tax Revenue Analysts. However, the incumbent is expected to learn within a reasonable period of time how to execute the responsibilities described above.

Examples of Work

Examples of work performed in this classification include, but are not limited to, the following:

Receives telephone calls, letters, in-person office visits from taxpayers, accountants, and attorneys concerning tax laws, and compliance procedures, related matters and answers their specific questions by rendering opinions based upon Mississippi laws, rules, and regulations.

Provides assistance to the Commission's district offices by answering questions, researching tax information, and proving potential audit leads.

Reviews and processes new applications for business licenses according to established procedures.

Reviews delinquent accounts, determines, and initiates the appropriate actions in order to acquire the assessed taxes.

Approves and completes the paper work necessary for a refund by determining and initiating the

procedures whereby the taxpayer will be reimbursed.

Performs the specific tasks necessary to administer the State's taxes and vehicle registration by determining and applying the appropriate procedures in accord with the State's policies and statutes.

Performs related or similar duties as required or assigned.

Essential Functions

Additional essential functions may be identified and included by the hiring agency. The essential functions include, but are not limited to, the following:

1. Communicates by telephone, letter, and in person with taxpayers, accountants, and attorneys on tax matters to provide assistance to them as well as to district field auditors and supervisors.
2. Reviews and processes tax returns, tax records, applications, and/or other forms from departments of revenue; processes audits.
3. Performs necessary bookkeeping, posting, and transferring of funds.
4. Trains office personnel.

Minimum Qualifications

These minimum qualifications have been agreed upon by Subject Matter Experts (SMEs) in this job class and are based upon a job analysis and the essential functions. However, if a candidate believes he/she is qualified for the job although he/she does not have the minimum qualifications set forth below, he/she may request special consideration through substitution of related education and experience, demonstrating the ability to perform the essential functions of the position. Any request to substitute related education or experience for minimum qualifications must be addressed to the State Personnel Board in writing, identifying the related education and experience which demonstrates the candidate's ability to perform all essential functions of the position.

Physical Requirements: These physical requirements are not exhaustive, and additional job related physical requirements may be added to these by individual agencies on an as needed basis. Corrective devices may be used to meet physical requirements. These are typical requirements; however, reasonable accommodations may be possible.

Light Work: May frequently walk or stand and/or frequently exert force equivalent to lifting up to approximately 10 pounds and/or occasionally exert force equivalent to lifting up to approximately 20 pounds.

Vision: Requires the ability to perceive the nature of objects by the eye.

Near Acuity: Clarity of vision at 20 inches or less.

Midrange: Clarity of vision at distances of more than 20 inches and less than 20 feet.

Accommodation: Ability to adjust focus.

Color Vision: Ability to identify colors.

Speaking/Hearing: Ability to give and receive information through speaking and listening skills.

Motor Coordination: While performing the duties of this job, the incumbent is regularly required to use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms. The incumbent is frequently required to sit. The incumbent is occasionally required to walk; stand; and stoop, kneel, crouch, or bend.

Experience/Educational Requirements:

Education:

A Bachelor's Degree from an accredited four-year college or university;

AND

Experience:

One (1) year of experience in work related to the above described duties;

OR

Education:

Graduation from a standard four-year high school or equivalent (GED);

AND

Experience:

Five (5) years of experience in work related to the above described duties.

Substitution Statement:

Above graduation from a standard four-year high school or equivalent (GED), related education and related experience may be substituted on an equal basis.

Interview Requirements:

Any candidate who is called to an agency for an interview must notify the interviewing agency in writing of any reasonable accommodation needed prior to the date of the interview.